



ACHIEVEMENT IN MONTANA

Quick Reference Guide

STUDENT DEMOGRAPHIC – FILE UPLOAD

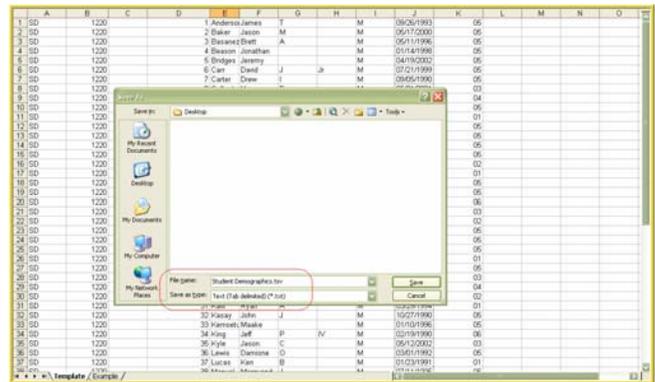
SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 1)

In your local Student Information System, select the correct extract file for the Student Demographic data using instructions provided by your Vendor.

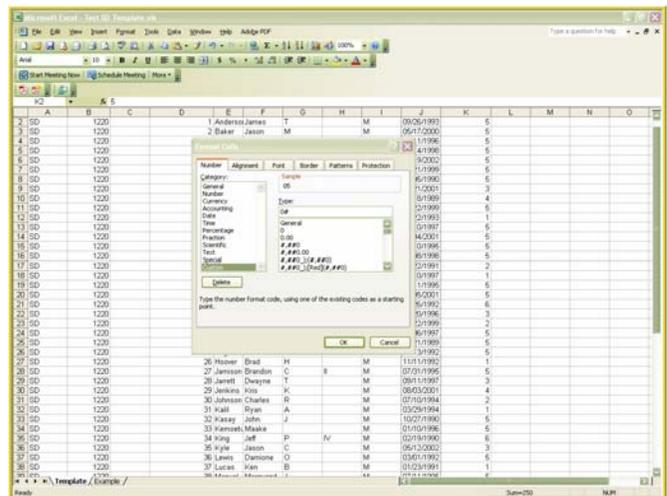
Save the file to your desktop, or another convenient location.

If the file is in Excel format, open file, verify that columns are formatted correctly (leading zeros where appropriate), and change *Save as Type* to Text (Tab delimited)(* .txt).

The file name must be followed by the extension *.tsv (the file naming conventions have been removed).



***HINT:** To format columns requiring zero padding (*Race/Ethnicity*) highlight column and right click. Select **Format Cells**. On the *Number* tab, click **Custom**. Enter 0# (number zero and pound sign). Click **OK**.





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SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 1)

If the file is in Text (Tab delimited format), open the file and verify column formats, including *Record Type and District Number*.

ID	District	Name	Date	Other
SD 1220	1	Anderson James T	09/24/1993	01
SD 1220	2	Baker Jason M	01/21/2000	01
SD 1220	3	Basquez Brett A	01/21/1996	01
SD 1220	4	Beason Jonathan	04/24/1998	01
SD 1220	5	Bridges Jeremy J	04/29/2002	01
SD 1220	6	Carr Carter J	07/21/1999	01
SD 1220	7	Carter Drew J	09/01/1990	01
SD 1220	8	Colbert Karyn A	01/21/2002	01
SD 1220	9	Cooper Dale A	10/28/1989	04
SD 1220	10	Curry Donna J	07/22/1996	01
SD 1220	11	Davis Thomas M	01/22/1993	01
SD 1220	12	DeThome Jake J	01/20/1997	01
SD 1220	13	DeLoatch Curtis C	11/04/2001	01
SD 1220	14	Denny Patrick W	01/20/1995	01
SD 1220	15	Duggs Ma Tl	07/08/1998	01
SD 1220	16	Faust Christian	09/22/1992	02
SD 1220	17	Foster DeShawn W	01/21/1997	01
SD 1220	18	Gamble Chris A	01/21/1995	01
SD 1220	19	Gibson Gary C	01/01/2001	01
SD 1220	20	Gottings WLS C	01/24/1992	06
SD 1220	21	Grady Jordan M	01/20/1996	01
SD 1220	22	Hargraves Geoff J	08/04/1997	02
SD 1220	23	Hartwig Justin D	11/21/1989	01
SD 1220	24	Hartwig Justin D	02/21/1992	01
SD 1220	25	Haynes Alex M	11/21/1994	01
SD 1220	26	Hoyer Brad M	11/21/1991	01
SD 1220	27	Jamison Brandon C	07/21/1995	01
SD 1220	28	Jarrett Dwayne T	09/21/1997	01
SD 1220	29	Jenkins Kristi S	08/01/2001	04
SD 1220	30	Jordan Charles M	07/20/1994	02
SD 1220	31	Kallil Ryan A	01/29/1994	01
SD 1220	32	Kasay John J	11/21/1994	01
SD 1220	33	Kemmett Mable P	01/20/1996	01
SD 1220	34	King Jeff C	01/21/2002	01
SD 1220	35	Kyle Jason C	01/21/2002	01
SD 1220	36	Lucas Dwayne D	01/21/1992	01
SD 1220	37	Lucas Ken M	01/21/1993	01
SD 1220	38	Manuel Marquand J	01/21/1995	01
SD 1220	39	Marshall Richard D	11/02/1989	01
SD 1220	40	Mattis Evan M	11/21/1999	01
SD 1220	41	McClower Stanley Z	11/21/1999	01
SD 1220	42	Melton Terrance J	01/21/1992	01
SD 1220	43	Moore Matt M	08/09/1995	01
SD 1220	44	Moorehead Kinda C	11/21/1994	06
SD 1220	45	Morgan Dan M	11/21/1990	01
SD 1220	46	Ondyale Frank M	11/21/1990	03
SD 1220	47	Roberts Nathan D	02/28/1999	04
SD 1220	48	Robinson Dwayne M	10/21/1984	01
SD 1220	49	Robinson Dwayne M	10/21/1984	01
SD 1220	50	Ruster Mite A	02/28/2003	01
SD 1220	51	Sally Mite A	02/01/1995	01
SD 1220	52	Seward Adam B	06/21/1992	01
SD 1220	53	Shaw Tim M	01/21/1997	01
SD 1220	54	Smith Steve A	01/21/2000	01
SD 1220	55	Smith Steve A	01/21/2000	01
SD 1220	56	Smith Steve A	01/21/2000	01
SD 1220	57	Wahl Mite K	01/29/1994	01
SD 1220	58	Wesley Dwayne J	01/01/1998	04
SD 1220	59	Wharton Travette T	01/19/1993	04
SD 1220	60	Williams Deangelo M	04/21/1999	03
SD 1220	61	Wilson Christopher J	04/02/1990	01

If it has not been done, insert the Header Row:
HD tab Date (MM/DD/YYYY) tab Hour (HH:MM:SS) tab Version (MT2.0)

Save the file using file name format indicated above and return to the Infinite Campus system.

HD	Date	Hour	Version	ID	District	Name	Date	Other
SD	1220	1		1	1	Anderson James T	09/24/1993	01
SD	1220	2		2	2	Baker Jason M	01/21/2000	01
SD	1220	3		3	3	Basquez Brett A	01/21/1996	01
SD	1220	4		4	4	Beason Jonathan	04/24/1998	01
SD	1220	5		5	5	Bridges Jeremy J	04/29/2002	01
SD	1220	6		6	6	Carr Carter J	07/21/1999	01
SD	1220	7		7	7	Carter Drew J	09/01/1990	01
SD	1220	8		8	8	Colbert Karyn A	01/21/2002	01
SD	1220	9		9	9	Cooper Dale A	10/28/1989	04
SD	1220	10		10	10	Curry Donna J	07/22/1996	01
SD	1220	11		11	11	Davis Thomas M	01/22/1993	01
SD	1220	12		12	12	DeThome Jake J	01/20/1997	01
SD	1220	13		13	13	DeLoatch Curtis C	11/04/2001	01
SD	1220	14		14	14	Denny Patrick W	01/20/1995	01
SD	1220	15		15	15	Duggs Ma Tl	07/08/1998	01
SD	1220	16		16	16	Faust Christian	09/22/1992	02
SD	1220	17		17	17	Foster DeShawn W	01/21/1997	01
SD	1220	18		18	18	Gamble Chris A	01/21/1995	01
SD	1220	19		19	19	Gibson Gary C	01/01/2001	01
SD	1220	20		20	20	Gottings WLS C	01/24/1992	06
SD	1220	21		21	21	Grady Jordan M	01/20/1996	01
SD	1220	22		22	22	Hargraves Geoff J	08/04/1997	02
SD	1220	23		23	23	Hartwig Justin D	11/21/1989	01
SD	1220	24		24	24	Hartwig Justin D	02/21/1992	01
SD	1220	25		25	25	Haynes Alex M	11/21/1994	01
SD	1220	26		26	26	Hoyer Brad M	11/21/1991	01
SD	1220	27		27	27	Jamison Brandon C	07/21/1995	01
SD	1220	28		28	28	Jarrett Dwayne T	09/21/1997	01
SD	1220	29		29	29	Jenkins Kristi S	08/01/2001	04
SD	1220	30		30	30	Jordan Charles M	07/20/1994	02
SD	1220	31		31	31	Kallil Ryan A	01/29/1994	01
SD	1220	32		32	32	Kasay John J	11/21/1994	01
SD	1220	33		33	33	Kemmett Mable P	01/20/1996	01
SD	1220	34		34	34	King Jeff C	01/21/2002	01
SD	1220	35		35	35	Kyle Jason C	01/21/2002	01
SD	1220	36		36	36	Lucas Dwayne D	01/21/1992	01
SD	1220	37		37	37	Lucas Ken M	01/21/1993	01
SD	1220	38		38	38	Manuel Marquand J	01/21/1995	01
SD	1220	39		39	39	Marshall Richard D	11/02/1989	01
SD	1220	40		40	40	Mattis Evan M	11/21/1999	01
SD	1220	41		41	41	McClower Stanley Z	11/21/1999	01
SD	1220	42		42	42	Melton Terrance J	01/21/1992	01
SD	1220	43		43	43	Moore Matt M	08/09/1995	01
SD	1220	44		44	44	Moorehead Kinda C	11/21/1994	06
SD	1220	45		45	45	Morgan Dan M	11/21/1990	01
SD	1220	46		46	46	Ondyale Frank M	11/21/1990	03
SD	1220	47		47	47	Roberts Nathan D	02/28/1999	04
SD	1220	48		48	48	Robinson Dwayne M	10/21/1984	01
SD	1220	49		49	49	Robinson Dwayne M	10/21/1984	01
SD	1220	50		50	50	Ruster Mite A	02/28/2003	01
SD	1220	51		51	51	Sally Mite A	02/01/1995	01
SD	1220	52		52	52	Seward Adam B	06/21/1992	01
SD	1220	53		53	53	Shaw Tim M	01/21/1997	01
SD	1220	54		54	54	Smith Steve A	01/21/2000	01
SD	1220	55		55	55	Smith Steve A	01/21/2000	01
SD	1220	56		56	56	Smith Steve A	01/21/2000	01
SD	1220	57		57	57	Wahl Mite K	01/29/1994	01
SD	1220	58		58	58	Wesley Dwayne J	01/01/1998	04
SD	1220	59		59	59	Wharton Travette T	01/19/1993	04
SD	1220	60		60	60	Williams Deangelo M	04/21/1999	03





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Quick Reference Guide

STUDENT DEMOGRAPHIC – FILE UPLOAD

SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 2)

Students previously enrolled in a Montana district already have existing State Student ID Numbers.

To find State Student ID numbers or to create a current identity for newly enrolled students, follow the instructions below.

Open the Excel Template for Student Demographics.

See Excel Template for Student Demographics

Enter the data elements for each enrolling student.

Delete the Header Row.

Save the Excel file as a Text (Tab delimited)(*.txt) file with the extension *.tsv.

Student ID	District	Student's Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Race & Ethnicity
1	SD	1220	Anderson, James	T		M	06/26/1993	05
2	SD	1220	Baker, Jason	M		M	06/17/2000	05
3	SD	1220	Bassano, Brett	A		M	06/11/1996	05
4	SD	1220	Bassano, Jonathan	A		M	01/14/1998	05
5	SD	1220	Bridges, Jeremy	J		M	04/19/2002	05
6	SD	1220	Carl, David	J	A	M	07/21/1999	05
7	SD	1220	Carter, Drew	I		M	09/05/1990	05
8	SD	1220	Colbeck, Henry	D		M	06/21/2001	03
9	SD	1220	Cooper, Duke	A		M	10/19/1989	04
10	SD	1220	Curry, Connor	J		M	07/22/1999	05
11	SD	1220	Davis, Thomas	M		M	03/22/1993	01
12	SD	1220	Delhomme, Jake	J		M	01/10/1997	05
13	SD	1220	Delaney, Curtis	C		M	10/04/2001	05
14	SD	1220	Dandy, Patrick	W		M	03/10/1995	05
15	SD	1220	Duggs, Aali	K		M	01/08/1998	05
16	SD	1220	Faulstich, Christian	D		M	09/22/1991	02
17	SD	1220	Fisher, DuChane	W		M	01/10/1997	01
18	SD	1220	Gamble, Chris	A		M	03/11/1995	05
19	SD	1220	Gilman, Gray	V	B	M	06/05/2001	05
20	SD	1220	George, Mack	S		M	01/05/1992	05
21	SD	1220	Gross, Jordan	R		M	07/20/1996	03
22	SD	1220	Hargrett, Geoff	J		M	04/22/1999	02
23	SD	1220	Harris, Chris	P		M	08/08/1997	05
24	SD	1220	Hartung, Justin	D		M	11/21/1989	05
25	SD	1220	Haynes, Alex	K		M	02/13/1992	05
26	SD	1220	Hoover, Brad	H		M	11/11/1992	01
27	SD	1220	Jamison, Brandon	C		M	07/21/1996	05
28	SD	1220	Jamell, Dewayne	T		M	06/11/1997	03
29	SD	1220	Jenkins, Kris	K		M	06/03/2001	04
30	SD	1220	Johnson, Charles	R		M	07/10/1994	02
31	SD	1220	Kall, Ryan	A		M	03/29/1994	01
32	SD	1220	Karasz, John	J		M	10/27/1990	05
33	SD	1220	Kennedy, Mailee	F		M	01/10/1996	05
34	SD	1220	King, Jeff	P		M	02/19/1990	06
35	SD	1220	Kyle, Jason	C		M	06/22/2002	03
36	SD	1220	Lewis, Chantonia	D		M	03/01/1992	05
37	SD	1220	Lucet, Kim	B		M	01/23/1991	01
38	SD	1220	Lynch, Chantonia	D		M	03/01/1992	05



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Open the *.tsv file and enter the Header Row:
HD tab Date (MM/DD/YYYY) tab Hour (HH:MM:SS) tab Version (MT2.0).

Save the file and return to Infinite Campus.

ID	Date	Name	Version
SD 1220 1	09/26/1993	Anderson James T	01
SD 1220 2	01/21/2001	Baker Jason M	01
SD 1220 3	01/11/1990	Balanes Brett A	01
SD 1220 4	02/24/1998	Beason Jonathan	01
SD 1220 5	04/23/2002	Bridges Jeremy J	01
SD 1220 6	07/21/1999	Carb Daniel J	01
SD 1220 7	09/01/1990	Carter Drew J	01
SD 1220 8	01/21/2001	Collaeri Karyn A	01
SD 1220 9	10/28/1989	Cooper Dale A	04
SD 1220 10	01/21/1999	Curry Thomas G	01
SD 1220 11	01/22/1991	DeLHomme Thomas M	01
SD 1220 12	01/20/1997	DeLHomme Mike J	01
SD 1220 13	01/04/2001	DeLouch Curtis C	01
SD 1220 14	01/03/1995	Denny Patrick W	01
SD 1220 15	07/08/1998	Diggs Na'li K	01
SD 1220 16	09/22/1991	Faust Christian D	02
SD 1220 17	01/20/1997	Foster DeShawn W	01
SD 1220 18	01/21/1995	Gamble Chris A	01
SD 1220 19	01/01/2001	Gilson Gary C	01
SD 1220 20	01/28/1992	Gottings Wiles S	06
SD 1220 21	01/28/1998	Graess Jordan M	01
SD 1220 22	04/22/1999	Hangartner Geoff J	02
SD 1220 23	08/06/1991	Harris Curti B	01
SD 1220 24	11/21/1988	Harris Curti B	01
SD 1220 25	02/21/1992	Haynes Alex K	01
SD 1220 26	11/21/1992	Houser Brad M	01
SD 1220 27	07/31/1995	Jamison Brandon C	01
SD 1220 28	09/01/1997	Jarrett Wayne J	01
SD 1220 29	09/01/2001	Jenkins Kris K	04
SD 1220 30	01/20/1994	Jordan Charles S	02
SD 1220 31	01/29/1994	Kaill Ryan A	01
SD 1220 32	10/27/1990	Kesay John J	01
SD 1220 33	01/26/1996	Kimoto Masahiro	01
SD 1220 34	01/25/1990	Kring Jeff P	06
SD 1220 35	01/21/2002	Kyle Jason C	01
SD 1220 36	01/21/1992	Lewis Duane C	01
SD 1220 37	01/21/1991	Lewis Ken B	01
SD 1220 38	01/21/1995	Manuel Marquand J	01
SD 1220 39	01/22/1997	Marshall Richard D	04
SD 1220 40	11/01/1989	Mathis Evan M	01
SD 1220 41	11/26/1999	McLover Stanley J	01
SD 1220 42	01/01/1992	Melton Terrence J	01
SD 1220 43	08/09/1995	Moore Matt M	01
SD 1220 44	10/04/1993	Moorehead Kinda C	06
SD 1220 45	11/29/1995	Morgan Dan S	04
SD 1220 46	11/21/1990	Ostgale Frank M	01
SD 1220 47	02/28/1999	Pepper Matt G	04
SD 1220 48	11/04/1992	Redington Ryma R	01
SD 1220 49	10/21/1988	Rosenb Donte M	02
SD 1220 50	01/28/2001	Rosen White M	01
SD 1220 51	01/21/1995	Salley Nate M	01
SD 1220 52	06/01/1995	Shaw Adam B	01
SD 1220 53	01/27/1997	Shaw Tim M	01
SD 1220 54	01/21/2000	Smith Steve A	01
SD 1220 55	01/08/2002	Tall Quindon S	01
SD 1220 56	11/23/1989	Tetlowe Vinway J	01
SD 1220 57	01/21/1994	White Mike K	01
SD 1220 58	04/01/1994	Wentley Carrie M	04
SD 1220 59	01/19/1993	Whitson Travella T	04
SD 1220 60	08/21/1999	Williams Deangelo R	01



STUDENT DEMOGRAPHIC – FILE UPLOAD

UPLOADING THE STUDENT DEMOGRAPHIC FILE

Choose the 07-08 year and a school from the **Campus Toolbar**.

From the Index, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

Select **MT Data Upload**.



From *Import Type*, select *Student Demographics*.

From *Work to Perform*, select *Validate and Test File*.

Browse for the file and click **Upload**.



An **Import Results Summary** page will appear.

Correct any data errors listed and re-test the file upload.

When the upload file is free of errors, change *Work to Perform* to *Load Partial File*.

Click **Upload**.



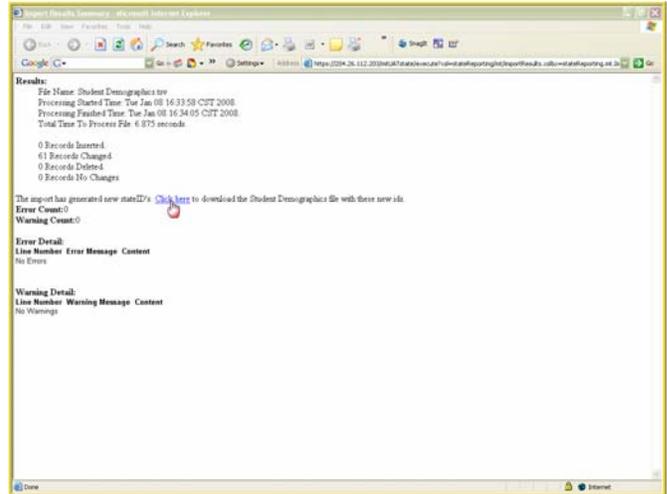


STUDENT DEMOGRAPHIC – FILE UPLOAD

UPLOADING THE STUDENT DEMOGRAPHIC FILE

Follow the instructions on the results page to save the State Student ID numbers.

NOTE: Student's will not appear in your district, or in the **Student Locator**, until an enrollment record is created for them. It is important to upload student enrollments immediately after uploading Student Demographics, to ensure that duplicate state student IDs are not created.



Use this file to upload the new State ID's to your local student information system.

Upload the Student Enrollment file upload to complete the process.